

18 August 1975

MEMORANDUM FOR: Executive Officer, IC Staff

SUBJECT: Your Memorandum of 12 August re  
Weekly Reports

The comments of the IHC Staff are as follows:

- a. The Weekly Report is useful as an internal communications device. It is circulated to all members of our component.
- b. We feel that a bi-weekly report would be an appropriate alternative. This would not only save time and effort but would to some extent eliminate largely repetitive items that are reported to record some small change in an action. If a biweekly report should be adopted it is recommended that the items be expanded to be more self-explanatory, which would increase its usefulness as a communications device. The current report is composed largely of one liners that often mean little or nothing to the reader who is not otherwise involved. It might be argued that a bi-weekly report would result in an unacceptable delay in the dissemination of the information but this misspeaks the purpose of the report. There are other procedures for informing those having action or collateral action responsibilities for particular items.
- c. The Weekly Report is a useful historical document but in our opinion the bi-weekly report described above would be even more useful for this purpose.
- d. Para b above describes our preference. However, if the Weekly Report should be retained we believe some greater detail in the items would be an improvement, as mentioned above.